

**REQUEST AND COMPETITIVE BID FORM
EQUIPMENT PURCHASE**

DATE: _____
(DOCUMENT ID)

This form is to be completed and sent to the attention of Fiscal Affairs, Administrative Office of the Trial Court for all equipment purchases whether or not a written contract is involved. Two completed unsigned originals of the proposed contract (if any) should accompany this form.

I. Division: _____ Department: _____
Account No: _____ Account to be changed: _____

| | | | |
|-----------------|---|-------------|------------------------|
| <u>Quantity</u> | <u>Item Description: Make & Model</u> | <u>Cost</u> | <u>Warranty Period</u> |
|-----------------|---|-------------|------------------------|

Vendor: _____ Trial Court Contract No: _____
State Price Agreement No: _____

| | | | |
|--------------------------------------|----------------------------------|-------|-----------------|
| II. Bidding documentation. Vendor | Brand & Model (If different) | Cost | Warranty Period |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Comment: _____

III. _____ Contract approval is involved and 2 unsigned original are attached
_____ Cost analysis is attached.

| | |
|----------------------------------|-----------------------|
| IV. Prepared by/Return to: _____ | _____ |
| Name: _____ | Authorizing Signature |
| Title: _____ | Name: _____ |
| Phone: _____ | Title: _____ |
| Fax No: _____ | |

V. FISCAL AFFAIRS USE ONLY
Approved ____ Not Approved ____
Contracts forwarded to Legal on _____
_____ (Date)